



Scituate Planning Board

APPLICATION FOR SPECIAL PERMIT IN THE VILLAGE CENTER & NEIGHBORHOOD(VCN) DISTRICT

September, 2019

General Information for Applicants

Any proposal that impacts, or involves any change in or additional connections to town sewer or the municipal water supply must present a preliminary plan to the Sewer or Water Commissioners detailing the existing and proposed water and sewer usage before filing an application with the Planning Board.

It is strongly recommended that all applicants meet first with the Town Planner, then schedule an informal discussion with the Planning Board, prior to filing an application for a Site Plan Special Permit. Sketches or draft plans should be brought to these discussions. Applicants are also encouraged to informally review projects within 100' of wetlands with the Conservation Commission, and location and installation of water, storm drainage and other infrastructure proposed to connect to the town system with the DPW.

The Planning Board reserves the right to disapprove incomplete submissions at any time if, in its opinion, review of the plan is hampered by the absence of required information. In the event that incomplete plans are submitted to the Board, after opening a Public Hearing, the Board may vote to disapprove the plan and return plans to the applicant as incomplete. The Board shall cite those specific regulations with which the plan is not in compliance in a letter noting the reason for the Board's action, which shall be filed with the Town Clerk. In the event of such disapproval, the Board reserves the right to retain any filing or review fees.

Checklist for applicants:

When applying for approval of a Mixed Use Special Permit, please include the following in your submission:

- ___ 1) 20 copies of this form, the deed to the property, a signed purchase and sale agreement, and/or documentation authorizing submission by anyone other than the owner, as applicable;
- ___ 2) 20 copies of the plan prepared in accordance with Town of Scituate Zoning Bylaw, Section 770.4, Site Plan Special Permit, Application Requirements. **All plan copies must be folded;**
- ___ 3) A check payable to the Town of Scituate for \$500;
- ___ 4) A copy of a completed Request for Abutters;
- ___ 5) Where changes to the parking area are needed, the Planning Board may require an additional copy of the plan, twenty copies of a written summary of the results of the drainage calculations and function of the drainage system; six copies of drainage calculations prepared by a Registered Professional Engineer and a deposit to cover the cost of review by the town's consulting engineer. Check with the Planning Board staff to find out if this will be necessary; and
- ___ 6) The most recent tax bill showing all taxes are paid in full.

Name of Applicant:	Address:	Phone:
Owner of Property if different from applicant:	Address:	Phone:
Address of Property:	Map-Block-Lot:	Area of Property in sq. ft. per recent survey:
Name of Engineer or Surveyor:	Address:	Phone:

Proposed Uses	Proposed Floor Area	Proposed # of Residential Units	Total # of Proposed Bedrooms
Residential	Range:		
Office		N/A	N/A
Retail		N/A	N/A
Other (state use)		N/A	N/A

Are Bonus Density units requested? Yes / No How many bonus residential units are requested, if any _____

If Bonus Density is requested, what improvements are proposed and what is their public benefit? Please attach a detailed description including the town-approved document where the improvement is recommended.

Affordable Units if Applicable _____ Location of Affordable Units _____

Bedrooms (provide range if applicable) _____

Parking Spaces Provided _____ Waiver Needed? _____ Open Space Provided (sq. ft.) _____

Driveway Width _____ Shared Access Provided _____ Pedestrian Access Provided _____

Proposal meets the design standards of Section 560.8, with regard to

Roof pitch Yes / No Dormer width Yes / No Glazed façade Yes / No

Greenbush Design Standards as applicable Yes / No Landscape Plan provided Yes / No

Setbacks: (Provide range of setback distances)

Front _____ Side _____ Rear _____ Third story (Buildings on Front St.) _____

Building height measured per Zoning Bylaw _____

Water Resource Protection District standards met (if applicable)?

Applicant's Signature:

Owner's Signature (If Not Applicant):

Date of Submission:

Owner's Address:

Received by Planning Board:

Received by Town Clerk: